

**UNITED STATES DISTRICT COURT  
DISTRICT OF HAWAII**

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**AMENDED ANNOUNCEMENT 5/05/08**

**JOB OPPORTUNITY ANNOUNCEMENT #08-03**

**Job Title:** PRO SE LAW CLERK

**Type of Appointment:** Temporary, Part-time (20 hrs/wk) starting June 9, 2008 and ending September 5, 2008.

**Duty Location:** United States Courthouse  
Honolulu, Hawaii

**Salary Range:** JSP 11/1 \$30,095 - JSP 14/10 \$65,884 part-time, annual salary (includes 25% COLA), commensurate with experience and qualifications.

**Closing Date:** Open until filled. Applications received by May 16, 2008, will be given priority consideration.

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**Position Overview**

The Pro Se Law Clerk provides legal advice and assistance to the Court in connection with prisoner petitions and complaints. Duties include the comprehensive case management of all prisoner civil rights and federal habeas actions. The pro se law clerk performs extensive legal research and writing, compiles statistics, prepares reports, and acts as court liaison between prisoners, prison personnel, the State of Hawaii, and the federal district court.

**Minimum Qualifications**

Applicants must be a graduate of a law school accredited by the American Bar Association or the Association of American Law Schools, and have the following experience:

JSP Grade Level/Step	Years of Legal Work Experience After Law School Graduation	Bar Membership	Part-time Annual Salary (includes 25% COLA)
11/1	1	No	\$30,095
*12/1 - 12/10	2	Yes	\$36,062 - \$46,891
*13/1 - 13/10	3	Yes	\$42,887 - \$55,757
*14/1 - 14/10	4	Yes	\$50,687 - \$65,884

\*Appointment may be above Step 1 at these levels, in accordance with judiciary policy, except where excluded from coverage.

*Legal Work Experience* is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in the military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

Strong legal research and writing skills are essential. A background in constitutional law and previous experience as a federal or state judicial law clerk is desirable.

### **Conditions of Employment**

All application information is subject to verification. Qualified applicants must be United States citizens or lawfully eligible to work in the United States. The selected candidate will be subject to a background check as a condition of employment. *The court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.*

All employees of the federal judiciary are "at will" employees in the Excepted Service. As such, employment may be terminated by either the employer or employee with or without cause. Judiciary employees are required to adhere to a code of conduct that is available upon request. Electronic Fund Transfer for direct deposit of net pay is mandatory.

### **Benefits Information**

Due to the temporary nature of the position, federal benefits are not available except for coverage under Social Security. However, a 25% Cost of Living Allowance (COLA) is paid in addition to the basic annual salary. The COLA rate is subject to change. Under current law, the COLA portion of an employee's salary is not taxed by the federal government, but is taxed by the State of Hawaii.

Office Space and Amenities - A private office is provided within the U.S. Courthouse. The federal complex boasts a cafeteria, gym, and day care center/preschool. We are a short walk to downtown restaurants, shops, post office and bus stops.

### **Application Procedure**

For consideration, promptly submit a cover letter with current resume including salary history, and a writing sample to:

**PRO SE LAW CLERK VACANCY  
U.S. DISTRICT COURT  
300 ALA MOANA BLVD., RM. C-338  
HONOLULU, HI 96850**

Applications will be accepted until the position is filled. Those received by May 16, 2008, will be given priority consideration. Interviews will be scheduled as applications are reviewed. Only applicants selected for interview will be contacted and must travel at their own expense.

The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**